

QAR Team Meeting March 28, 2011

Next Meeting –April 4, 2011 at WH2NW 9:00AM

| First | Last | Organization | Present |
|--------|-----------|--------------|---------|
| Bakul | Banerjee | CD | X |
| Frank | Cesarano | BSS | X |
| Nicole | Gee | WDRS | X |
| Tom | Gehrke | QAE | X |
| Jed | Heyes | QAE | X |
| Tom | King | QAE | X |
| John | Martzel | QAE | X |
| Tim | Miller | ES&H | X |
| Kurt | Mohr | QAE | X |
| Susan | Rahimpour | QAE | X |
| Adam | Bracero | TD | |
| Don | Rohde | AD | X |
| Keith | Schuh | PPD | X |
| John | Dawson | ES&H | X |
| Rod | Walton | FESS | X |
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Action Items for Next Meeting

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Updates:

Assurance Council: None

ES&H: N/A

WDRS: OJT was reviewed with AD. WDRS is incorporating suggestions found. Scheduling programming changes to incorporate suggestions is proving difficult.

BSS: N/A

Assessments:

- ES&H Insp & Test report finished. PPD Report is being put through the approval mill.
- Insp & Acceptance testing assessment results consolidation report being written. 100 people interviewed, over 80 groups included. 3CAPS opened.
- AD records management assessment is done.
- WDRS records management assessment is starting today. AD had 1 CAP opened.
- ES&H records management report being written today. PPD records management planning starts next week.

It was brought out that some people are nervous about their upcoming interviews during their assessments. Care needs to be taken to put interviewees at ease.

Assessment training class is on line. Its goal is to familiarize Fermilab employees with the assessment program. QARs are asked to review it.

Graded Approach: N/A

Process Improvement: N/A

Agenda for today: No other set agenda.

NOTES:

It was noted that the Records Management procedure has been changed. Its current form is a high level procedure.

M&TE assessment starts in June.

Tom Gehrke

Meeting adjourned – duration 30 min